

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte 175) P. O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2182</u>  Forward three (3) copies to address at left
COURT			
Washington County	Sept 28, 2011		
COUNTY	DATE		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
1	Civil Case Files between #21-C-96-0001 and #21-C-97-2591 (NOTE: Files required to be retained permanently have been pulled from these records and will be transferred to MSA at later date)	2330	III - 2 (retain 12 yrs from close)	5/1/1996 - 7/17/1997	18.0		
2	Administrative Operation Records and Files (Courtroom Clerk Notes - Civil)	2330	I - 1 (retain 3 years + audit)	01/01/2006 - 12/31/2007	2.0		
3	Administrative Operation Records and Files (Courtroom Clerk Notes - IV-D Child Support)	2330	I - 1 (retain 3 years + audit)	01/01/2006 - 12/31/2007	2.0		
4	Assignment Notice Sheets (Daily and Weekly Assignment Office Notices)	2330	I - 2 (retain 3 years + audit)	01/01/2006 - 12/31/2007	2.0		
5	Assignment Notice Sheets (IV-D Child Support Scheduling Records)	2330	I - 2 (retain 3 years + audit)	01/01/2006 - 12/31/2007	2.0		
6	Administrative Operation Records and Files (Courtroom Clerk Notes - Juvenile, CINA, TPR, Adoption)	2330	I - 1 (retain 3 years + audit)	01/01/2006 - 12/31/2007	1.0		

**Destruction Approved by Maryland State Archives**

**Destruction Approved by Court**

**Destruction Certificate**

10/5/11   
 Date State Archivist

\_\_\_\_\_  
 Date Administrative Judge

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 Signature of Court Official Title